

Office of Administration

*Eisenhower Executive Office Building
725 Seventeenth Street NW., Washington, DC 20503
Phone, 202-456-2861*

Special Assistant to the President and Director of the Office of Administration	JOHN STRAUB
Chief Operations Officer	SANDY EVANS
Director for Equal Opportunity	CLARA PATTERSON
Director for Office of Security and Emergency Preparedness	JAMES KNODELL
General Counsel	VICTOR BERSEN
Chief Information Officer	THERESA PAYTON

The Office of Administration was formally established within the Executive Office of the President by Executive Order 12028 of December 12, 1977. The Office provides administrative support services to all units within the Executive Office of the President. The services provided include information,

personnel, technology, and financial management; data processing; library and research services; security; legislative liaisons; and general office operations such as mail, messenger, printing, procurement, and supply services.

For further information, contact the Office of the Director, Office of Administration, Washington, DC 20503. Phone, 202-456-2861.

Office of Management and Budget

*Executive Office Building, Washington, DC 20503
Phone, 202-395-3080. Internet, www.whitehouse.gov/omb.*

Director	ROBERT J. PORTMAN
Deputy Director	AUSTIN SMYTHE, <i>Acting</i>
Deputy Director for Management	CLAY JOHNSON III
Executive Associate Director	AUSTIN SMYTHE
Administrator, Office of Federal Procurement Policy	(VACANCY)
Administrator, Office of Information and Regulatory Affairs	(VACANCY)
Assistant Deputy Director for Administration	LAUREN E. WRIGHT, <i>Acting</i>
Assistant Director for Budget	ELIZABETH ROBINSON
Assistant Director for Legislative Reference	JAMES J. JUKES
Associate Director for Communications	(VACANCY)
Associate Director for Economic Policy	JAMES D. FOSTER
Associate Director for Human Resource Programs	(VACANCY)
Associate Director for General Government Programs	(VACANCY)
Associate Director for Information Technology and E-Government	KAREN EVANS

Associate Director for Legislative Affairs	MARGARET STEWART
Associate Director for National Security Programs	JOSEPH BOWAB
Associate Director for Natural Resource Programs	DAVID ANDERSON
Controller, Office of Federal Financial Management	LINDA COMBS
General Counsel	(VACANCY)

The Office of Management and Budget evaluates, formulates, and coordinates management procedures and program objectives within and among Federal departments and agencies. It also controls the administration of the Federal budget, while routinely providing the President with recommendations regarding budget proposals and relevant legislative enactments.

The Office of Management and Budget (OMB), formerly the Bureau of the Budget, was established in the Executive Office of the President pursuant to Reorganization Plan No. 1 of 1939 (5 U.S.C. app.).

The Office's primary functions are:

- to assist the President in developing and maintaining effective government by reviewing the organizational structure and management procedures of the executive branch to ensure that the intended results are achieved;
- to assist in developing efficient coordinating mechanisms to implement Government activities and to expand interagency cooperation;
- to assist the President in preparing the budget and in formulating the Government's fiscal program;
- to supervise and control the administration of the budget;
- to assist the President by clearing and coordinating departmental advice on proposed legislation and by making recommendations effecting Presidential action on legislative enactments, in accordance with past practice;
- to assist in developing regulatory reform proposals and programs for paperwork reduction, especially reporting burdens of the public;
- to assist in considering, clearing, and, where necessary, preparing proposed Executive orders and proclamations;
- to plan and develop information systems that provide the President with program performance data;
- to plan, conduct, and promote evaluation efforts that assist the President

in assessing program objectives, performance, and efficiency;

- to keep the President informed of the progress of activities by Government agencies with respect to work proposed, initiated, and completed, together with the relative timing of work between the several agencies of the Government, all to the end that the work programs of the several agencies of the executive branch of the Government may be coordinated and that the moneys appropriated by the Congress may be expended in the most economical manner, barring overlapping and duplication of effort; and

- to improve the economy, efficiency, and effectiveness of the procurement processes by providing overall direction of procurement policies, regulations, procedures, and forms.

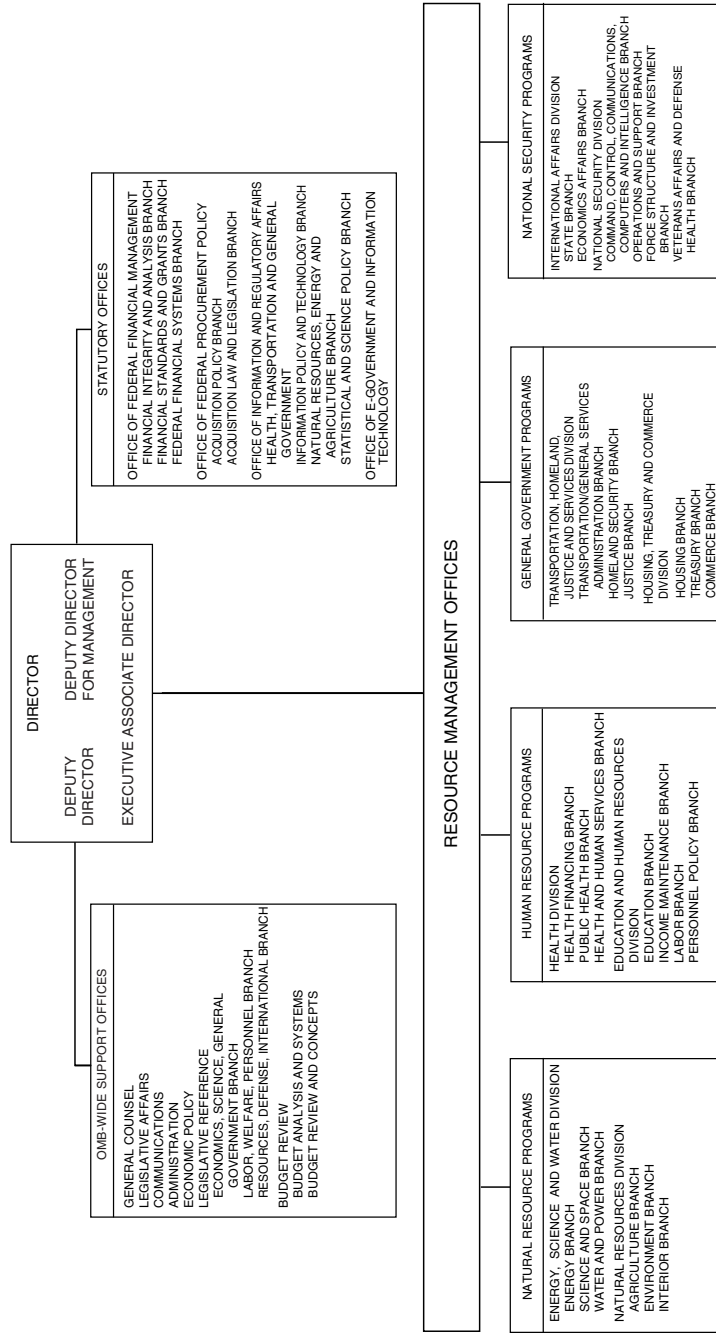
Sources of Information

Employment Various civil service examinations and registers are used for filling positions, such as economist, budget examiner, and management analyst. Inquiries on employment should be directed to the Human Resources Division, Office of Administration, Washington, DC 20500. Phone, 202-395-1088.

Inquiries Contact the Office of Administration, Office of Management and Budget, New Executive Office Building, Washington, DC 20503. Phone, 202-395-3080. Fax, 202-395-3504. Internet, www.whitehouse.gov/omb.

Publications *The Budget of the U.S. Government* and *The Budget System and*

OFFICE OF MANAGEMENT AND BUDGET



Concepts are available for sale by the
Superintendent of Documents,

Government Printing Office,
Washington, DC 20402.

For further information, contact the Office of Management and Budget, Executive Office Building,
Washington, DC 20503. Phone, 202-395-3080. Internet, www.whitehouse.gov/omb.

Office of National Drug Control Policy

Executive Office of the President, Washington, DC 20503

Phone, 202-395-6700. Fax, 202-395-6708. Internet, www.whitehousedrugpolicy.gov.

Director of National Drug Control Policy	JOHN P. WALTERS
Chief of Staff	STEPHEN A. KATSURINIS
Deputy Director	MARY ANN SOLBERG
Counselor to the Deputy Director	THOMAS A. RILEY
Deputy Director for Demand Reduction	(VACANCY)
Deputy Director for State and Local Affairs	SCOTT M. BURNS
Deputy Director for Supply Reduction	(VACANCY)
Associate Director, Planning and Budget	DAVID J. RIVAIT
Associate Director, Legislative Affairs	(VACANCY)
Associate Director, Management and Administration	MICHELE C. MARX
Associate Director, Public Affairs	THOMAS A. RILEY
General Counsel	EDWARD H. JURITH
Director, Counter-Drug Technology Assessment Center	DAVID J. RIVAIT, <i>Acting</i>
Associate Deputy Director, Intelligence	MARK C. COOMER
Associate Director, National Youth Anti-Drug Media Campaign	ROBERT W. DENNISTON
Director, High-Intensity Drug Trafficking Areas Program	JOSEPH D. KEEFE

The Office of National Drug Control Policy assists the President in establishing policies, priorities, and objectives in the National Drug Control Strategy. It also provides budget, program, and policy recommendations on the efforts of National Drug Control Program agencies.

The Office of National Drug Control Policy was established by the National Narcotics Leadership Act of 1988 (21 U.S.C. 1501 *et seq.*), effective January 29, 1989, as amended by the Violent Crime Control and Law Enforcement Act of 1994 (21 U.S.C. 1502, 1506, 1508) and reauthorized by the Office of National Drug Control Policy Reauthorization Act of 1988 (21 U.S.C. 1701, *et seq.*).

The Director of National Drug Control Policy is appointed by the President with the advice and consent of the Senate. The Director is assisted by a Deputy

Director, a Deputy Director for Demand Reduction, a Deputy Director for Supply Reduction, and a Deputy Director for State and Local Affairs.

The Director of National Drug Control Policy is responsible for establishing policies, objectives, priorities, and performance measurement for the national drug control program, and for annually promulgating a national drug control strategy and supporting annual reports and an annual national drug control program budget to be submitted to the Congress by the President. The Director advises the President regarding